

AMENDMENT
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4821; DSN 853-4821
WEBSITE: www.azguard.gov/hro
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 11-390T OPENING DATE: 3-Nov-2011 CLOSING DATE: 30-Nov-2011

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Amended 3 Nov 2011: BUDGET ANALYST, GS-0560-09, D1979000, SSgt/E5

APPOINTMENT FACTORS: OFFICER ☐

ENLISTED ☒

SALARY RANGE:

\$48,529.00-\$63,083.00 PA

SUPERVISORY ☐ MANAGERIAL ☐

NON-SUPERVISORY/NON-MANAGERIAL ☒

LOCATION OF POSITION:

161st Air Refueling Wing, Phoenix, Arizona

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

INSTRUCTIONS FOR APPLYING: Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include: High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information, all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Air National Guard, (161st ARW) and must possess the following AFSC: 2XXXX

KNOWN PROMOTION POTENTIAL: NONE

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

AREA OF CONSIDERATION: This position is in the Federal/Excepted Civil Service and is **open to current members of the 161st ARW, Arizona Air National Guard.** Individual selected will receive a Indefinite Appointment that may convert to Permanent once the position is no longer encumbered. Acceptance of a Federal

Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results. **PCS funds are not authorized.**

NOTE: Applications must contain a completed Optional Form 306 (Declaration for Federal Employment).

NOTE: Applications must contain a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).

NOTE: This position is subject to rotating or night shift work.

NOTE: Applicant must possess a secret security clearance.

NOTE: Must have a current and passing physical fitness score.

NOTE: This position is open to current members assigned to the 161st Maintenance Group.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Detailed knowledge of budgetary policies, procedures and regulations issued by the Department of the Air Force, the National Guard Bureau and the employing agency which apply to all phases of the budget process, i.e., formulation, justification and execution.
2. Knowledge of and skill in applying the principles, practices and methods of budget execution to determine whether funds are being obligated and expended in accordance with goals and objectives of the annual financial plan.
3. Ability to plan, organize work, administer, and meet deadlines.
4. Skill in analytical reasoning, and ability to apply that skill to the identification, analysis and conceptualization of budgeting problems and development of alternative solutions.

SPECIALIZED EXPERIENCE: Must have 24 months experience that provided a detailed knowledge of organizations and their functions that provide logistical support; experience integrating the actions of a variety of specialized support activities in order to meet program goals; experience in working with people from various levels and backgrounds to elicit their cooperation to perform specific tasks, or comply with regulations, laws, or practices.

BRIEF JOB DESCRIPTION: This position is located in the Maintenance Operations Flight in the Air National Guard unit assigned. The purpose of this position is to accomplish budget formulations, trend analysis, and execution evaluations of maintenance operating funds and Operations and Maintenance (O&M) funds for purchase of Depot Level Repairables (DLRs) from the Repairable Support Division, Air Force Stock Fund. Formulates annual maintenance operating budget. Applies budget techniques in the formulation and execution of the maintenance and DLR O&M budget. Plans and anticipates allotment of maintenance operating funds and DLR O&M funds for the Maintenance Division production branches. Analyzes budgetary relationships and develops recommendations for budgetary actions on maintenance programs, activities, and specific functions. Evaluates trends and operating costs, which are used in projecting future commitments and obligations. Analyzes completeness, accuracy, and reasonableness of maintenance operating budget and DLR O&M budget information. Prepares or edits narrative justification for projected funding needs for submission to the Resource Management, Comptroller Division. Develops, performs and monitors internal control programs and procedures to identify potential over or under-obligation of maintenance operating and DLR O&M funds. Writes and edits narrative documents in a variety of forms, schedules and reports. Provides advice and guidance to base maintenance supervisors on obtaining and effectively using Federal funds. Work involves determining the cost-effectiveness of a segment, of the base-wide budget program. Performs other duties as assigned.

SELECTING OFFICIAL: SMSgt David Meehan COMM: 602-302-9352
